



City of Grand Rapids

Going Out of Business Permit Checklist

PRELIMINARY INFORMATION

- A Going out of Business Permit is required by [State Law](#).
- Each permit is issued for 30 days only and may only be renewed 2 times. No extensions are permitted after the 2nd renewal.
- Inventory must include:
 - Itemized list of goods to be sold, described with make and brand name, if any, sufficient for clear identification.
 - Separate list of goods, purchased 60 days or less immediately prior to the date of the application
 - Cost price of each item, name and address of the source, date of purchase and delivery date

CHECKLIST

<input type="checkbox"/>	Completed Going Out of Business Application (part I and II)
<input type="checkbox"/>	Completed Sale Application.
<input type="checkbox"/>	A complete inventory of goods to be sold. No goods may be added after the application is filed or after the sale has begun.
<input type="checkbox"/>	A non-refundable application fee .

*Rules and regulations associated with a Going out of Business permit can be found in [Chapter 96](#) of the Grand Rapids City Code entitled "Going out of Business."

**General Licensing Regulations can be found in [Chapter 91](#) of the Grand Rapids City Code entitled "Licensing and Regulation Generally."